

**WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES**  
**Division of Health Care Financing**  
**1 W. Wilson St.**  
**Madison WI 53702**

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To: FoodShare Wisconsin Handbook Users

From: Cheryl McIlquham, Director  
Bureau of Health Care Eligibility

Re: **FS Handbook Release 05-02**

Release Date: 06/01/05  
Effective Date: 06/01/05, unless otherwise listed.

**EFFECTIVE  
DATE**

The following policy additions or changes are effective, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

**UPDATED  
SECTIONS  
OVERVIEW  
POLICY  
CHANGES**

**The following sections were edited in this release:**

1.2.4.7; 3.2.1.5.1; 3.12.1.1; 4.3.2.1; 4.3.4.1; 4.3.4.2; 4.6.4.1; 5.1.1; 5.1.1.1; 7.2.1; 8.3.6; 8.3.8; 8.3.15

See Below

**1.2.4.7**

**At application verify monthly expenses for food unit members to maintain occupancy of a current residence. At review verify monthly expenses if a change is reported or if the verification in the file is questionable, be sure to document clearly why the verification is questionable.** ~~Verify continuing monthly expenses for food unit members to maintain occupancy of the current residence.~~ Some examples of these expenses are rent, mortgage, condo and association fees, property taxes, assessments, and homeowner's insurance and current rent statement, mortgage statement, lease agreement, etc. Current means the lease/rental agreement/mortgage etc. period includes the review month.

**3.2.1.5.1**

**Residents of RCAC facilities that offer optional meal services, separately from the cost of care, can be treated as single apartment dwelling residents, and be non-financially eligible for FS.**

**Residents of these facilities that do not have these services separate from the cost of care may be eligible if the resident meets the eligibility criteria for a group living arrangement (3.2.1.5).**

**Every tenant has a signed "Service Agreement" with the RCAC provider which lists the services the tenant is to receive from the facility (including meals) and the fees charged for those services. Charges for meals should be separately identified in this agreement. Both the resident and the facility have copies of the service agreement (contract). However, most RCAC's do not have a separate lease for individual tenants.**

**The name and address of the facility on the service agreement can also be used to verify that the residence is an RCAC by checking against the Department's [Residential Care Apartment Complex Directory](#).**

**After April 21, 2005, at application and review, individuals residing in an RCAC will be tested according to the new RCAC policy. The ES worker must determine and verify the meal situation for each RCAC resident that requests FS.**

**To correctly process a case in CARES on screen ANLA  
If the individual's meals are purchased from the RCAC separately from their cost of care, code the individual as <01> on CARES screen ANLA.**

**If the individual's meals are included in his/her cost of care, code the individual as <25>.**

(ineligible unless blind or disabled) on CARES screen ANLA .

**Example 1:** Maria lives in an RCAC. Her service agreement shows she has no meals included in her cost of care but she does have the option to select from various meal plans. She has opted to prepare all of her meals herself and not purchase any meal plan from the RCAC. She would be non-financially eligible for FS. ANLA would be coded as 01.

**Example 2:** John also lives in the same RCAC. He has opted to purchase one of the meal plans from the RCAC. Because the meal plan is purchased separately from his cost of care, he would also be non-financially eligible for FS. ANLA would be coded as 01.

**Example 3:** Francis lives in an RCAC that does not offer the option to buy meal plans separately from the cost of care. Her meals are included the monthly cost of care. She does not meet the non-financial eligibility criteria for FS unless she is blind or disabled.

~~If an RCAC resident is blind or disabled, treat them as you would a member of a group living arrangement. They can apply on their own, designate an authorized representative, or use one provided by the facility.~~

### 3.12.1.1

A typo was fixed. Chart 2 – The code for battered alien was changed from 6 to 16.

### 4.3.2.1

1. Any money received for **accrued** sick days and severance pay from an employer.

### 4.3.4.1

3. Interest, dividend, and royalty payments **if available to a food unit member. Dividends which the household has the option of either receiving as income or reinvesting in a trust or other investment are to be considered as income in the month they become available to the household unless exempt under 4.3.4.2. Disregarded Unearned Income.**

17. Any money received for sick or severance pay from an insurance **policy, an income continuance policy, or disability payments from an employer that are not paid as accrued sick, vacation, or personal time. Gross income from these sources is budgeted. Whether or not the income is taxed or untaxed does not determine if the pay is counted as unearned or earned income.**

### 4.3.4.2

3. **Disregard disaster unemployment benefits to any individual that is unemployed as a result of a major disaster. Individuals cannot be eligible for any other unemployment compensation and also receive disaster unemployment benefits. Payments are limited to 26 weeks.**

~~At application verify monthly expenses for food unit members to maintain occupancy of the current residence. At review verify monthly expenses if a change is reported or if the verification in the case file is questionable, be sure to document clearly why the verification is questionable.~~

### 4.6.4.1

Allow previously acquired charges (not yet paid) and payments when calculating a medical expense deduction. Previously acquired charges include charges incurred anytime before or during the eligibility period, as long as the individual **has an agreement to pay the charges and** is still obligated for the expense

### 5.1.1

**Calculate the correct FS benefit based on non TFS criteria for the months the household was incorrectly open for TFS to determine if there is an over/under issuance.**

### 5.1.1.1

**Exceptions:**

**If it is reported that the primary person moves out of the TFS household , the TFS benefit will end and the case will close.**

**If the agency becomes aware that a TFS household moves out of state, the household's TFS benefits should end.**

**7.2.1**  
**(24.02.17.01)**

This section has been updated due to a new EBT customer service script that will move to production effective June 16, 2005. Callers must press 1 to hear the last 10 transactions; press 2 to report a lost, stolen or damaged card; press 3 for PIN selection or replacement; or press 4 for additional options.

The pound sign (#) is no longer needed. To use the speak option for PIN selection, a caller must wait for the first speak option by not pressing 1 for English or 2 for Spanish. Previously, the caller could use the speak option for PIN selection even through the caller entered a choice for English or Spanish, the card number and the menu option for PIN selection. There are also some minor changes to the error handling script.

Please update any material that you hand out to customers that includes specific references to the menu options.

The password has been added to the procedures for local agency staff to get speedier access to a customer service representative.

Telephone numbers in sections; 24.03.02.01; 24.03.02.04; 24.03.02.05.02 and 24.03.07 were changed to the new numbers for the Call Center and Help Desk.

**8.3.6**

~~The eligibility worker should document clearly on CMCC or AFDU how the calculation was made and the rationale for that calculation.~~

**2 for semi-monthly income (paid 2 times per month)**

**2.15 for bi-weekly income (paid every 2 weeks)**

**4.3 for weekly income (paid each week)**

**The eligibility worker should document clearly on CMCC or AFDU how the calculation was made and the rationale for that calculation.**

**8.3.8**

**The amount of the monthly expenses used to determine these deductions is determined prospectively using the best verified information available.**

**Expenses that are billed more or less than monthly must be converted to monthly amounts:**

**2 for semi-monthly expenses (billed 2 times per month)**

**2.15 for bi-weekly expenses (billed every 2 weeks)**

**4.3 for weekly expenses (billed each week)**

**If there is no regular interval between billing periods, average the expense over the period the expense is intended to cover.**

**Deduct court ordered child support paid by FS households to non-household members.**

**Allowable child support payments include:**

- 1. All child support payments actually paid by eligible members including:**
  - a. Arrearages,**
  - b. Legally obligated payments made on behalf of the non-food unit member (such as rent or mortgage payment), and**
  - c. Legally obligated payments for health insurance.**
- 2. A prorated share of child support paid by ineligible members**

**Do not allow:**

- 1. Maintenance,**
- 2. Payments made in accord with a property settlement.**
- 3. Lying in costs for the birth of a child.**
- 4. The annual child support R&D fee, or**
- 5. An employer's check withholding fee.**

**8.3.15**

You may create the appropriate income (AFEI/AFSE/AFUI) screens and enter \$0 in the amount field for all screens. Then in the appropriate AFEI/ AFSE/ AFUI screen/s, enter the sponsor's actual income/assets in the comment fields for tracking purpose.